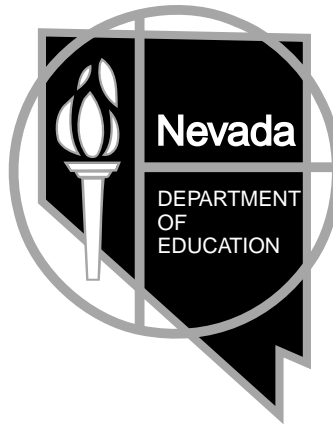# NEVADA
CRITERION-REFERENCED TEST

Test Coordinator's Manual

CRT Grades 3-8

Spring 2008

Supplement to Procedures for the Nevada Proficiency Examination Program

**For use with reference ONLY to the
Nevada Criterion-Referenced Test (CRT)
in Mathematics, Reading, and Science**

Dr. Keith W. Rheault, *Superintendent of Public Instruction*

**Office of Assessment, Program Accountability, and Curriculum
(775) 687-9188**

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Introduction and Overview

The instructions contained in this manual are a supplement to *Procedures for the Nevada Proficiency Examination Program 2007–2008*. This manual provides instructions that district test directors and school test coordinators throughout the state must follow before, during, and after administration of the Criterion-Referenced Test (CRT) in Mathematics, Reading, and Science.

All district test directors and school test coordinators must be familiar with the information included in *Procedures for the Nevada Proficiency Examination Program 2007–2008*.

The information in *Procedures for the Nevada Proficiency Examination Program 2007–2008*, this *Test Coordinator's Manual*, and the *Test Administrator's Manual* for the CRT in Mathematics, Reading, and Science will provide the information necessary to train the classroom test administrators and proctors in each school according to the policies and procedures mandated by Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC). Any additional questions on test administration or test security procedures should be directed to your local district test director.

There are instructions/scripts in the *Test Administrator's Manual* provided by the Department of Education that must be read to students to insure fairness and accuracy during testing. However, the available scripts may not meet each local site's needs. You may make some changes to the script to better suit local testing conditions. (For example, if you fill in the demographic data for your students, you may eliminate the lines of script containing the relevant demographic coding instructions.) Potential changes to the script must be provided to the Department 30 days in advance.

School District Personnel Responsible for Testing

The following school district personnel have direct responsibilities for the administration of the Criterion-Referenced Test:

- District Test Director (DTD)
- School Test Coordinator (STC)
- Classroom Test Administrator
- Test Proctor

More information on the specific roles and responsibilities for each of these individuals is available in *Procedures for the Nevada Proficiency Examination Program 2007–2008,* Introduction and Overview.

School Test Coordinator's Responsibilities

The school test coordinator has many responsibilities before, during, and after the scheduled test administrations to guarantee the integrity of the test administration and the security of testing materials. The school test coordinator may be the principal or a person delegated by the principal to handle the testing responsibilities. In either case, the principal is ultimately responsible for testing at the school.

Before Testing

_____ Carefully read this *Test Coordinator's Manual* as well as *Procedures for the Nevada Proficiency Examination Program 2007–2008;* the *Test Administrator's Manual* for the CRT in Mathematics, Reading, and Science*;* and any local district directions provided for administering the assessments. If you need further direction, contact your district test director.

_____ Check your district testing schedule for the specific test dates for your district.

_____ Determine the best testing locations for students.

_____ Order test materials according to your district's instructions.

_____ Select classroom test administrators, determine the size of each testing group, and determine whether the use of proctors will be necessary.

_____ Determine the time schedule for administering the tests, including make-up testing. Follow any local district directions you have been provided. Make certain that no fire drills or other special events are planned during the times scheduled for test administration.

_____ Provide test schedules to the school personnel who will be involved with testing.

_____ Check with your special education coordinators and ESL coordinators for any students who require special accommodations. Ensure that procedures for testing these students follow those specified by the Nevada Department of Education.

_____ Develop written procedures to be used during the following situations: emergencies such as a student getting sick during testing, unannounced fire drills, and moving students from one location to another if they need time beyond that scheduled to finish the test. Distribute written procedures to all staff involved with testing. Provision must be made for maintaining the security of the test materials in all situations.

_____ Upon receipt of testing materials, **immediately** verify that there are enough test booklets and answer documents for all students who need to be tested.

_____ Read the *Test Administrator's Manual* for the CRT to become familiar with the testing script.

_____ Provide locked storage for all secure testing materials before and after testing sessions. The locked storage site must have limited accessibility.

_____ Make certain that procedures are in place to guarantee that hand-bubbled student demographic data will be completed accurately on the answer documents. For those answer documents with Student Pre-ID labels, the information for TC (Testing Conditions), DNP (Did Not Participate), INV (Invalidated), and for Braille and NASAA under SPC CON (Special Considerations) must be bubbled, as applicable. Coding for NIC (New in Country) under SPC CON is part of the Student Pre-ID label.

_____ Develop and provide the training session for classroom test administrators and proctors following the procedures outlined in *Procedures for the Nevada Proficiency Examination Program 2007–2008*. Training should include such topics as: procedures for dealing with emergencies, the handling of answer documents and other test materials during administration, and the transfer of those students needing additional testing time to another location (if necessary). Keep copies of the training materials and sign-in logs for attendance.

_____ Develop an orderly, documented process for the transfer of secure testing materials each time the testing materials move from one person to another.

_____ Prior to the day of testing: Distribute **only** the *Test Administrator's Manuals* to the classroom test administrators so they can become familiar with the testing procedures.

During Testing

_____ Provide classroom test administrators with your school and district codes.

_____ Distribute secure test materials on the day of the test using the documented process for transferring secure testing materials to the classroom test administrators.

_____ Monitor test administration.

_____ Collect the secure test materials no later than the end of the day of testing using the documented process for transfer of secure testing materials from the classroom test administrators. Ensure that ALL test materials, including scratch paper, have been received.

After Testing

_____ Review and check demographic information on student answer documents to make certain that information is accurate. District and school information must be complete to guarantee the timely return of scores.

_____ Prepare answer documents for shipping as instructed by Measured Progress and your district test director.

_____ Verify that the number of documents being submitted for scoring matches the number of students scheduled to test during each administration.

_____ Immediately report any irregularities in test administration or test security to your district test director.

Test Administration Procedures and Security

Test Administration Window/Date

Testing must occur within 10 days either side of the 120th day of instruction. Consult your district testing calendar for correct dates.

Requests for alternate test schedules should be received no later than June 30 prior to the school year affected. If an emergency occurs during the school year, the district test director must contact the Nevada Department of Education at least one month prior to the scheduled test administration to determine whether an alternate schedule is possible and/or necessary. Any other scheduling is not permitted unless prior authorization has been received from the Nevada Department of Education.

To reduce the opportunity for one student to assist another, schedules developed at the district and school levels for regular testing must mandate that all students who are taking the same tests take them at the same time.

Time Requirements

The CRT is intended to be a measure of student proficiency rather than speed. Students who are working productively must be given time to complete the test.

Each content area test has two parts. Most students should complete an individual part of the test in approximately 60 minutes; however, some students will need more time. To accommodate these students follow your schools plan for this situation.

Providing Additional Time

At the end of the scheduled testing session, classroom test administrators and/or proctors must collect all materials, ask students requiring more time to remain seated, and excuse students who have completed the test. Return materials to the remaining students and provide whatever time is necessary for each student to complete the test as long as he/she is working productively. Those students who remain, including students who test with accommodations, are not to be given a break to leave the room for any reason and must not be allowed to return at a later time to complete their tests.

If students who need more time must move to another location in the school, the school test coordinator must develop a procedure that maintains the security of the test materials, does not allow students to receive any assistance with the test, and does not provide an opportunity for student interaction.

Who Tests

Public schools, including charter schools, must submit an answer document for every student enrolled in grades 3–8 for the spring 2008 administration of the CRT in Mathematics, Reading, and Science whether that student actually tests or not. The school test coordinator is responsible for making certain that every student in grades 3–8 who is enrolled during the testing window is accounted for.

If the CRT is administered to students who are homebound, be sure that test administrators follow the procedures for maintaining security of all test materials. If you have questions about test administration for students who are homebound, contact your District Test Director.

Test Security Training

The school test coordinator is responsible for planning and implementing the training session for all individuals involved in the administration of the CRT, including classroom test administrators and classroom proctors. Training must involve the review of instructions for test administration, test security, and individual responsibilities such as distributing and collecting materials, assisting students in marking the demographic information on the answer documents, and monitoring to make certain that each student is working independently.

Detailed information on the required training procedures is available in *Procedures for the Nevada Proficiency Examination Program 2007–2008,* Test Security, "Training Requirements."

Scheduling at the School Level

School test coordinators provide the school's schedule for the testing and assign school personnel who will administer the test.

The examination should be administered by one person, the classroom test administrator, in each testing room with the help of as many classroom proctors as necessary. There should be at least one proctor in addition to the test administrator in each testing room. If the test is being administered in large groups, **at least** one proctor should be provided for every group of 30 students.

Administration Procedures

School Test Coordinators and Test Administrators should read and understand these administration procedures thoroughly before testing begins. The adherence to procedures will ensure uniformly favorable testing conditions.

Helping Students: The Test Administrator must maintain an impartial and professional attitude. Students are to receive no help during the administration of the test beyond making certain that they understand test directions. School officials/personnel who participate in any inappropriate assistance to students can face severe consequences including suspension or revocation of teaching licenses. (NRS 391.330)

Monitoring Students: Test Administrators must circulate throughout the testing room to make certain students are bubbling responses in the correct subject section of the answer document. Students must never be left alone with test materials.

Talking: Students are not allowed to discuss the test(s) with anyone.

Cheating: Any instances of cheating must be handled in a manner consistent with school district and school policies. Answer documents for students who cheat must be submitted as invalidated tests. All instances of cheating require submission of a *Report of Testing Irregularity* form.

Students Who Finish Early: Students may bring **books or other reading materials** to occupy their time if they finish early. These materials must be stored away from desks.

Security of Testing Materials: Test Administrators are responsible for collecting all test materials at the end of the testing period.

An Appropriate Testing Environment

Test Administrators are to create an appropriate testing environment for each student taking the test.

All students should have the opportunity to test under the same conditions.

Students may use **only** materials and/or supplies that are specified in this manual or provided with the test booklet for a **specific** test and grade level.

Students may not have access to personal materials while testing, and test administrators should arrange to have the permissible materials available for distribution to students prior to testing.

Scratch paper may **only** be plain unlined, lined, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student identification information.

The following aids have been developed for the purpose of providing appropriate assistance to students and are permitted for use with the CRT in mathematics, reading, and science:

- CRT Written-Response Checklist for Grades 4 and 5
- CRT Written-Response Rubric Guide for Grades 6 through 8

Prior to and during testing, a Test Administrator must follow the script provided in the test administration manual and cannot provide additional assistance or direct the students' attention to any materials in the room for the purpose of enhancing test performance.

Because testing environments can affect students' scores, the following procedures are provided for planning favorable testing environments:

Size of Testing Sessions: Smaller testing sessions (approximately 30 students) provide better test conditions.

The Room: A room that is free from distractions and has adequate light, ventilation, and heating or air conditioning.

Seating: Seating must be arranged to minimize the possibility of students communicating with each other either verbally or visually.

Materials on Walls: Place-value number lines, charts, or posters that provide specific factual information (e.g., multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts) that could assist students in computation, answering questions regarding facts, or problem solving on the math sections of an assessment must be removed or covered with blank, opaque material.

Materials on Desks: Student desk/table tops must be cleared of any material not specified in this manual. Material that is affixed to desk tops must be covered with blank, opaque material.

Devices Not Allowed: Students are not to wear headphones, nor are they allowed to have pagers, cell phones, PDAs, calculators, or any other electronic device during testing.

Permissible Materials for Use by Students During Testing

Materials that are *required* for any questions will be provided. Additional *permissible* materials are listed below for students who are accustomed to using them for instruction. **BECAUSE STUDENTS MAY NOT HAVE ACCESS TO PERSONAL MATERIALS DURING TESTING**, test administrators should arrange to have these materials available for those students who desire to use them.

Reading Materials: Students may use blank lined or unlined scratch paper. No material may be pre-printed on the front or back of the scratch paper other than identification information.

Students must use No. 2 pencils on their answer documents. Highlighters and colored pens or pencils are permitted for purposes of text marking. Blank post-it notes—free of text, numerals, graphics, or characters—are allowed.

Mathematics and Science Materials: Scratch paper may **only** be plain unlined, lined, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student identification information.

Accommodations for Students with Special Needs

The Test Administrator, together with the School Test Coordinator, must ensure that all students with special needs receive the appropriate accommodations.

Accommodations are available for students who have an IEP, are LEP, and those covered by a Section 504 Accommodations Plan. For information on testing students with special needs, please see the *Procedures for Nevada Proficiency Examination Program 2007–2008,* Students with Special Needs.

Testing Irregularities

Test Administrators should immediately report any testing irregularities to their School Test Coordinator. A testing irregularity is any occurrence that may influence a student's performance. Examples of testing irregularities include, but are not limited to, the following:

- A student is observed cheating during the testing session

- A teacher or another adult provides improper assistance to student

- Testing accommodations specified in a student's IEP, LEP, or Section 504 Accommodations Plan, are not provided

- A student is provided an accommodation that is not specified in the student's IEP, LEP, or Section 504 Accommodations Plan

- An excessive disturbance or disruption occurs during the testing session

- A student's test booklet or used answer document is missing

- Unused/unassigned test booklet is missing

Invalidation of Test Scores

Failure to strictly adhere to consistent and uniform test administration procedures may result in the invalidation of student scores.

Students with invalidated scores resulting from a test administration or test security irregularity **will** be counted as participating in the assessment; however, they will be counted as non-proficient for AYP purposes.

To indicate that a student's test score is invalidated, fill in the **INV** bubble on the answer document.

ANSWER DOCUMENTS FOR ABSENT STUDENTS MUST NEVER BE INVALIDATED.

Handling of Test Materials

Test Administrators must "sign out" and "sign in" each test booklet issued and returned on each day of test administration. A *School Security Checklist* has been provided to assist in this process. The School Test Coordinator will provide you with the following testing materials:

- This *Test Administrator's Manual*
- Mathematics, reading, and science test booklets
- Answer documents (Note: each student should use only a single answer document to complete the mathematics, reading, and science tests.)
- A supply of No. 2 pencils with erasers
- Blank scratch paper

All required materials should be provided at the testing location and collected from each student before they are allowed to leave the room.

Test Security

The following steps must be taken by school district and individual school personnel to safeguard the security of materials required for test administration:

1. Locked, secure storage **must** be provided for all secure test materials, including test booklets and completed answer documents.
2. The locked room or file cabinet used for the storage of materials must not be accessible to anyone other than the Principal or School Test Coordinator.

3. Test booklets must not be distributed to those administering the examination until the prescribed date for test administration.

4. Do **NOT** read, review, copy, reproduce, or take notes on test items. **Disclosure of test content is strictly prohibited by state law.**

5. Test booklets must not be copied or reproduced by any means without the prior written authorization of the test publisher and the Nevada Department of Education.

6. Administration of the CRT examination to a person who is not eligible to take that examination is an unauthorized disclosure of test content. (NRS 389.015)

7. A log identifying the serial numbers of test booklets **must** be maintained for each transfer of test booklets from one individual to another (including distribution to students).

8. At least one Test Administrator and one proctor should be present at the testing site to adequately supervise testing. A ratio of one class test administrator to not more than 30 students is strongly recommended.

9. At no time should students be left unattended with test materials.

10. All required materials must be provided at the testing location.

11. Additional materials, beyond those specified in test administration instructions, or approved by an IEP committee, must not be provided to students for use during a test administration.

12. The Test Administrator must account for all test materials, including test booklets, student answer documents, and other test materials (including scratch paper) before students are allowed to leave the testing area for any reason.

13. On completion of testing, Test Administrators must return testing materials to the School Test Coordinator in a timely manner and no later than the end of the school day on which the test(s) is/are administered. If testing will take place over a period of more than one day, all testing materials must be returned to the School Test Coordinator at the end of each school day and picked up again in the morning of the next testing day, unless otherwise specified in the administration manual.

Instructions for the Receipt, Inventory, and Distribution of Test Materials

The Nevada Department of Education will provide, through Measured Progress, test materials for the CRT. Materials will be shipped either directly to the schools or to the districts, as determined by district policy, in separate secure shipments for each program, by grade and school according to the enrollment information provided by each school/district.

The school test coordinator should **immediately** inventory all test materials received. Each school should receive at least one box of testing materials. Each box will be labeled "CRT Test Materials." If the total number of boxes indicated has not been received two days after receiving the initial shipment, contact the **Nevada Service Center** at Measured Progress at 866-651-0126 immediately.

Open the box labeled "Administrative Forms Enclosed" first. Inventory the contents of each box using the forms provided. Verify the secure test booklets received in your shipment against the School Security Checklist. Compare the individual bar code numbers on the front of the test booklets you received to the School Security Checklist to verify the unique test booklets assigned to your school. Confirm or correct any test booklet numbers that appear on the checklist to accurately reflect the actual test booklet numbers you received.

Check the quantities received of non-secure test materials against the Packing Slip (Master) and against the quantity of materials actually necessary for testing. Make an item-by-item note of any shortages that may exist. If any shortages are noted, immediately contact Measured Progress to request additional materials. Remember it is only necessary to be concerned with a <u>shortage</u> of materials. Each school box should contain a slight overage of materials in an attempt to ensure that a shortage does not occur. <u>Please refer to the end of this section to see an example of a School Security Checklist.</u>

The School Security Checklist is provided for the STC to log out and log in test materials to classroom test administrators in their school each day the test is administered. The classroom test administrator must initial beside each test booklet number received, and the STC must verify the return of all secure test materials each day by initialing beside each test booklet number that is returned. If additional materials are needed in a school due to a change of enrollment, document the use of these materials on the School Security Checklist by entering the corresponding code numbers of the booklets received.

The *Test Administrator's Manual* should be distributed to the individual classroom test administrators as soon as possible to allow sufficient time for review of test procedures. They have been packaged at a ratio of one manual per 20 students

plus an additional three manuals. If you find that this is not enough to cover your needs, PDF copies that can be downloaded and printed are available on the Nevada Department of Education website (www.doe.nv.gov).

Boxes in which the materials are received must be used to return answer documents and test booklets to Measured Progress.

Ordering Additional Materials

For the Spring 2008 CRT Administration:

If you are missing any materials listed on the packing slip(s) or if you need any additional testing materials, log on to http://iServices.measuredprogress.org to place an order. Select "Nevada" from the dropdown menu and select "Order Additional Materials" from the left column. To access your school's account, you will need your MP Ship Code—this number is located at the top of your Packing Slip (Master). Remember to order **before 11:00 a.m. Pacific Standard Time (2:00 p.m. Eastern Standard Time)** in order to receive requested additional materials by the next business day. If you have any problems with the online system, contact the Nevada Service Center toll free at **866-651-0126.** (See below for further information regarding the Nevada Service Center.)

Nevada Service Center

Measured Progress operates a live Call-in Service Center during the CRT administration window. This service will be available to all schools and districts to answer questions or concerns regarding the CRT, administration procedures, or testing materials. The Service Center can be reached toll free at 866-651-0126. Hours of operation are from 7:00 a.m. to 3:00 p.m. Pacific Standard Time, Monday through Friday. **This service will be available from February 11, 2008 until May 9, 2008**. If you call during non-operational hours, please leave a message with the following information:

- Your name and title
- The name of the school you are calling from, including your three-digit state School Code
- A phone number where you can be reached
- Your specific question or concern

A representative from the Service Center will contact you within 24 hours.

Sample School Security Checklist

Measured Progress
50 Education Way
Dover, NH 03820

NEVADA Student Assessment Program

School Security CheckList

Ship To:

MP Ship Code:	000000000090639		Date Packed:
Contract:	Contract Name: Nevada CRT Operational		Administration:
County Code:	County Name:	SU Code:	Superintendent Unit Name:
District Code:	District Name:		
School Code:	School Name:	Grade:	Enrollment:

Distribution from the School Test Director (STC) to the Test Administrator(s) (TA)

School Test Directors: Each day of testing, the TA must initial the "OUT" column when receiving secure test materials. Each day following testing, the STC must initial the "IN" column when the TA returns the Secure Materials. When the Secured Materials are packaged for return, the STC (or designated person) must initial the "PACKAGED FOR RETURN" column. Comments may be written along the margins.

Description												Qty Shipped
Test Booklets												5
Booklet Numbers	Test Administrator	DAY 1 OUT TA	DAY 1 IN STC	DAY 1 OUT TA	DAY 1 IN STC	DAY 1 OUT TA	DAY 1 IN STC	DAY 1 OUT TA	DAY 1 IN STC	DAY 1 OUT TA	DAY 1 IN STC	PACKAGED FOR RETURN
30298												
30297												
30301												
30300												
30299												

Sequentially ordered test books within class-packs

I verify that all materials have been returned and that test security procedures have been followed.

_____
Principal's Signature

_____
Date

Sample Test Booklet Cover

Student Name (Please Print)

School

District

Nevada
DEPARTMENT OF EDUCATION

GRADE
5
Mathematics, Reading, and Science

Nevada

CRITERION REFERENCED TEST

Spring

VERSION 1

2105050450

50450

Unique **Variable** Barcode

15

Last **5** digits of the variable barcode that appear in sequential order on the **School Security Checklist.**

Instructions for a Final Check of Answer Document Coding

The School Test Coordinator, together with the Test Administrator, must ensure that each student's answer document is complete and accurate. Please refer to the end of this section to see an example of an Answer Document.

School test coordinators are responsible for verifying that the number of students who participated in the CRT matches the number of answer documents being submitted for scoring.

Procedures must be in place to guarantee that a student does not take the test twice during a specific testing window and that the school does not submit two answer documents for the same student for any reason.

Errors in coding the student demographic information on the answer documents may result in inaccurate reports or delays in reporting test results.

Contact your District Test Director for questions regarding coding of student demographic information.

For an answer document that has been used but is not to be scanned and scored, write VOID in large print across the document with a wide-tip marker and place the document in the Special Handling Envelope.

School and district codes can be easily referenced in the *Procedures for the Nevada Proficiency Examination Program 2007–2008,* Introduction and Overview.

For those students who DO NOT have a Student Pre-ID Label affixed to their answer document, check the following demographic information:

STUDENT NAME
BIRTH DATE
GENDER
RACE/ETHNICITY
DISTRICT NUMBER and SCHOOL NUMBER

For each student, code the following demographic information:

STUDENT NUMBER
YIS (Years in School) and YID (Years in District)

As applicable to each student, code the following information:

PROGRAMS
TC (Testing Conditions)
DNP (Did Not Participate)
INV (Invalidation)
SPC CON (Special Considerations)

For those students who have a Student Pre-ID Label affixed to their answer document, and as applicable to the student, only code the TC (Testing Conditions), DNP (Did Not Participate), and SPC CON (Special Considerations).

Note: For students with a Student Pre-ID Label, it is necessary to fill in the NASAA and/or the Braille bubble in the SPC CON box. It is NOT necessary to fill in the New in Country (NIC) bubble for the NIC bubble is already pre-coded.

Do not fill in the INV (Invalidation) or DNP (Did Not Participate) bubbles for NAASA students.

For a student who has a Student Pre-ID Label affixed to their answer document, and has a change in their demographic information, this student will still use his/her original Student Pre-ID Label unless the SCHOOL NUMBER on the label is incorrect. When the state-assigned SCHOOL NUMBER code is inaccurate, a new answer document must be created and all appropriate student demographic information must be filled in accurately and completely. If any other information is incorrect, it is not necessary to complete a new answer document.

For a student who is absent or does not test for any other reason, the answer document must be coded appropriately using the DNP (Did Not Participate) code. DO NOT use the DNP code if the student completes a portion of the test but does not finish.

Terms and Definitions

Refer to the following Coding Terms and Definitions to check and code, if necessary, a student's demographic information.

STUDENT NAME

The student's legal first and last names with the middle initial must be used on the answer document. No nicknames or shortened versions of the legal name may be used. There should be no punctuation such as hyphens or apostrophes used in the name fields. For example, if a student's last name is "O'Connor," bubble "OCONNOR" on the answer document. If a student's last name is "Smith-Jones," then "SMITHJONES" will be bubbled on the answer document.

RACE/ETH (Race/Ethnicity)

The instructions require that only ONE group be selected. If the student completes this section and could be considered a member of two or more groups, the student should be instructed to choose the group with which they most closely identify.

Code	Race/Ethnicity
I	American Indian or Alaskan Native: This group includes people having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.
A	Asian or Pacific Islander: This group includes people having origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, Hawaii, and Samoa.
H	Hispanic: This group includes people of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture or origin, regardless of race.
B	Black, not of Hispanic origin: This group includes people having origins in any of the Black racial groups of Africa.
C	Caucasian (White), not of Hispanic origin: This group includes people having origins in any of the original peoples of Europe, North Africa, or the Middle East.

The racial/ethnic group descriptions have been provided by the United States Department of Education.

STUDENT NUMBER

The Student Number is the number assigned to each student by the district.

YIS (Years in School)

Code	Years in School
0	Student who enrolled in the school after count day, or student who initially enrolled before count day but who has not been continuously enrolled from and including count day.
1	Student continuously enrolled in the school from and including count day or before.

YID (Years in District)

Code	Years in District
0	Student who enrolled in the district after count day, or student who initially enrolled before count day but who has not been continuously enrolled since count day.
1	Student continuously enrolled in the district from and including count day or before.

PROGRAMS

Program	Description
IEP	A student who is identified as having a disability under the Individuals with Disabilities Education Act (IDEA) and is receiving special education and/or related services in accordance with a current Individualized Education Program (IEP). (Note: Gifted and Talented students are not included here.)
Former IEP	A student who was previously identified as a student with a disability under the Individuals with Disabilities Education Act (IDEA) and has exited all special education and/or related services by, (1) eligibility team determining that the student no longer meets eligibility, (2) eligibility team determining that the student no longer requires special education and/or related services, and (3) the student does not have a current Individualized Educational Program (IEP). A former IEP student score is counted as an IEP student for two years after exiting special education programming in accordance with the above.
Exit ≤ 2 years	A former IEP student who has been exited from the IEP less than or equal to two years.
Exit > 2 years	A former IEP student who has been exited from the IEP for more than two years.

PROGRAMS (continued)

504	A student who is protected from discrimination under Section 504 of the Rehabilitation Act of 1973 and who is receiving services in accordance with an accommodations plan.
LEP	A student who has been identified as Limited English Proficient (LEP) student through a home language survey, an initial language proficiency assessment, and has not exited the English as a Second Language (ESL) program.
Former LEP	A student who has exited the English as a Second Language (ESL) program by (1) achieving an overall "proficient" (level 5) score on the English Language Proficiency Assessment (ELPA), (2) achieving a level 4 or 5 on each of the subsections of listening, reading, writing, and comprehension, and (3) achieving "approaches standards" score on the AYP assessment. A Former LEP student score is counted as an LEP student for two years after exiting the program. (Note: this coding should be done only by an ESL Teacher/Specialist.)
Exit ≤ 1 year	A former LEP student who has been exited from the LEP program less than or equal to one year.
Exit > 1 year and ≤ 2 years	A former LEP student who has been exited from the LEP program more than one year but less than or equal to two years –in second year after exiting.
Exit > 2 years	A former LEP student who has been exited from the LEP program for more than 2 years.
Immigrant	An individual (3–21 years of age) enrolled in a school who was not born in the United States and who has not been attending school in the United States for more than three (3) full academic years. (Note: In Nevada, an academic year is from count day to testing day.)
F/RL	A student who qualifies for the Free or Reduced Lunch Program.
MG	A migrant student who has an approved Certificate of Eligibility on file with the Nevada Department of Education.
Title I Target	A student who has been identified for services in a school receiving Title I Targeted Assistance funding. (Note: In Nevada, most Title I students are enrolled in school-wide programs and are not included in this category.)
G/T	A student who has been identified as Gifted and/or Talented according to district definition. This code is for district/school use only.

TC (Testing Conditions)

This section applies only to a student with an Individualized education program (IEP), a student with a Section 504 Accommodations Plan (504), or a student identified as Limited English Proficient (LEP) and only if the student tested with accommodations or modifications. See *Procedures for the Nevada Proficiency Examination Program 2007–2008,* Students with Special Needs, for further information.

Code	Testing Conditions
R	Regular Conditions (no accommodations or modifications)
A	Accommodations (IEP, 504, or LEP students)
M	Modifications (IEP students ONLY)

Note: Testing Conditions, if left blank, defaults to Regular Conditions.

DNP (Did Not Participate)

Code	Reason for Non-Participation
A	Absent: Student currently enrolled, but absent during test administration.
O	Other: Student currently enrolled, but did not participate for some other reason.

INV (Invalidation)

Code	Reason for Invalidation
I	Student's test has been invalidated

SPC CON (Special Considerations)

This section will be coded only for those students described by one of these categories.

Code	Explanation
NASAA	Student participated in the state's alternate assessment (Nevada Alternate Scales of Academic Achievement).
Braille	Student used a Braille form of the assessment.
New in Country	An immigrant student identified as LEP who is enrolled in a U.S. school during the current academic year for the first time.

Significant errors in coding demographic information may be treated as a Testing Irregularity and must be reported to the District Test Director who will contact the Test Security Coordinator at the Nevada Department of Education.

Sample Answer Document

If a label is not provided make sure **all** necessary and required testing information is filled in.

Even if label is provided, the appropriate **programs** and/or **testing conditions** may need to be filled in if applicable

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Instructions for the Return of Test Materials

Checklist

_____ Used answer documents–*placed in labeled Measured Progress envelope(s) and placed in Used Answer Document 2-Day Air (labeled) return shipment box(es)*

_____Copy of COMPLETED Online Principal Certification Form–*placed in Administrative Forms Envelope and placed in Used Answer Document 2-Day Air (labeled) return shipment box(es)*

_____ Damaged/contaminated test materials, Braille and/or large-print answer documents, invalidated student answer documents, and/or other materials requiring special attention–*placed in labeled Special Handling Envelope and placed in Used Answer Document 2-Day Air (labeled) return shipment box(es)*

_____ Test booklets (used and unused)–*placed orderly in original box(es)*

_____ Unused Answer Documents–*placed in labeled envelope and returned with test booklets*

_____ Packing slips (only if corrections to quantities or bar code numbers are made)–*placed in original test booklet box(es)*

_____ Unused UPS Return Service labels

**All remaining testing materials do not have to be returned
and can be kept for school and/or district records.**

Packing Procedures

Collection of Secure Materials

Upon completion of testing, the school test coordinator will collect and log in the secure test booklets from each classroom test administrator. The STC will initial in the small blank below the column titled "Packaged for Return" next to each item on the School Security Checklist to indicate that each test booklet has been returned by the classroom test administrator. The test booklets should then be placed in the shipping boxes.

Organizing and Packaging of Used Answer Documents*

It is the school test coordinator's responsibility to verify that one and only one answer document has been submitted for each student testing. Upon completion of reviewing the answer documents to ensure that the demographic information was coded properly, the STC will collect the used answer documents and place them in the envelope labeled "**For Return of Used Answer Documents Only.**" This envelope is to be returned in the **Used Answer Document Box** that was received in the original shipment.

Note: If your district has advised you to return the used answer documents to the district office, **do not seal** the Return of Used Answer Documents Envelope.

How to Void a Student Answer Document: The school testing coordinator is responsible for ensuring that only one 'used' answer document is submitted for each student testing. Because of this it may be necessary to void a duplicate answer document(s) that will be returned with your other materials. Reasons for voiding an answer document may include but are not limited to the following: putting a label on one answer document and then the student using another answer document to complete the test, a student filling out each content area on a different answer document that then needed to be combined onto a single answer document, or beginning a new answer document due to incorrectly bubbling the first one. Whatever the reason, it is crucial that the answer document that needs to be voided is marked clearly and correctly to ensure that a duplicate answer document is not scored and reported for the same student. If there are multiple answer documents that need to be voided **each** answer document must be clearly marked void. All voided answer documents need to be placed in the 'Unused' Answer Document envelope.

Samples of the correct ways to clearly **void** a student answer document are provided on the following pages of this manual.

Sample of a Correctly Voided Answer Document

Sample of a Correctly Voided Answer Document

<u>Districts returning used answer documents</u>: Used answer documents must be sorted and packed by school and must be returned to Measured Progress in the Used Answer Document Box assigned to that school. Please do not return multiple schools in a single box.

*The term "**used answer document**" refers to all answer documents for students who were enrolled during the testing window.

Unused Answer Document Envelope

All unused answer documents must be returned. Unused answer documents still sealed in the original shrink wrap may be returned as is.   Loose unused answer documents should be placed in the plastic envelope labeled "For Return of Unused Answer Documents" and include them in the box(es) containing the secure test booklets. Verify quantities to be returned against the quantities of test booklets, answer documents, and other materials received as indicated on the Packing Slip (Master). The total quantities received and total quantities returned must match.

Special Handling Envelope

The **Special Handling Envelope** is provided for your use whenever a used answer document needs special attention. This includes answer documents that need to be scored but cannot be scanned. Such items include student answer documents that are torn, crumpled, frayed, contaminated with bodily fluids, or otherwise rendered un-scannable; and any other material that is believed to require special attention. **The Special Handling Envelope must be returned in the same box as the used answer documents.**

Online Principal Certification Form

The STC or Principal **must** complete the Online Principal Certification Form (PCF) indicating the quantities of secure materials being returned and return a signed copy with the Used Answer Documents. One Principal Certification Form per school is required for the CRT administration. A copy of the completed Principal Certification Form must be retained for school files.

Completing the Online Principal Certification Form

When testing is completed, inspect the used answer documents and inventory the test booklets. When the inventory is complete, the school test coordinator or school principal must complete the Online Principal Certification Form. This form can be accessed on the Internet. As part of the security procedures, Measured Progress must receive an Online Principal Certification Form for each school to verify the quantity of used answer documents and test booklets returned. It is important that all the necessary information is entered on the appropriate screen. All accurate counts must be entered in the boxes indicated.

Instructions:

- Type http://iServices.MeasuredProgress.org into your web browser
- Select "Nevada" from the list of contracts and click "Enter"
- Select Principal's Certification from the list of options
- At the login screen, select your district and school from the dropdown menus
- Enter your school's secure password
- You will be asked to submit one form for your school
- Please complete the following fields of the Online Principal Certification Form:
    - the number of Test Booklets and Answer Documents received from Measured Progress
    - the number of Test Booklets you are returning to Measured Progress
    - the number of **used** Answer Documents you are returning in the box labeled "For the Return of Used Answer Documents." This includes Answer Documents placed in the Special Handling envelope
- Print two (or more) copies of this completed form

The form must be signed by the school principal and returned with the Used Answer Documents. **Please make additional copies to keep for your records and to send to your district test director**.

Please contact the Nevada Service Center at 866-651-0126 if you need assistance in completing the online PCF.

Other Test Materials

All other materials, such as manuals or packing slips, do not need to be returned and can be kept for school/district records. <u>The only exception is if information on the Packing Slip (Master) appears incorrect</u>. For example, if you inventory test materials and find that some quantities in the original shipment are incorrect on the Packing Slip (Master), make note of this in the comments field of the Online Principal Certification Form.

ALL TEST BOOKLETS AND STUDENT ANSWER DOCUMENTS (USED AND UNUSED) MUST BE RETURNED.

Return Shipment Procedures

Packing Order

Materials should be returned as soon as your school has completed the testing of all eligible students. It is important that every school adhere to the schedule for testing. If any schools are late in administering the tests and returning their materials, **the reports for all schools could be delayed**.

Make an inventory of all materials before returning them. As you count materials, check the appropriate spaces on the Packing Slip (Master). The testing manuals **do not** need to be returned.

Shipment 1: Used Student Answer Documents
Separate used student answer documents from the test booklets. Place the used student answer documents in the appropriate white plastic envelope(s) for return. Student answer documents placed in the Special Handling Envelope include students who used large print or Braille test materials as well as any torn or damaged answer documents. Put all envelope(s) of used student answer documents and the Special Handling Envelope(s) in the pre-labeled box(es) marked "For Return of Used Answer Documents Only." This box has a 2nd Day Air UPS label pre-applied to it. **Do not cover or remove this label.**

Shipment 2: All Other Test Materials
Pack all other materials for return in the box(es) in which you received them**. Do not pack materials from more than one school in a box.** Please refer to the bar code on the original shipping box(es) for the correct grade level.

Do not use any rubber bands, staples, or clips when repacking materials. You may need to use packing material such as crumpled paper to be sure items do not shift during shipping.

Packing for Returning Test Materials
Shipment 1 (in pre-labeled box[es] provided):
White, plastic envelope(s) labeled "For Return of Used Answer Documents Only"
White, plastic envelope(s) labeled "Special Handling" and containing student answer documents needing special attention
Signed copy of Online Principal Certification Form
Shipment 2 (in original box[es]; with a Return Service label secured to each box):
Packing Slip (Master) (only if discrepancies were found in the original shipment)
Student test booklets (used and unused)
All unused student answer documents

Reseal the box(es) using heavy-duty packing tape. Cross out or tape over the existing UPS label on each box ONLY. **Be careful NOT to tape over the label on the new pre-labeled box in shipment 1.** Place UPS Return Service (RS) labels on all boxes in Shipment 2 being returned to Measured Progress. In the first box of Shipment 2, include any extra UPS RS labels. Please refer to the end of this section to see an example of a UPS Return Service Label.

NOTE: All materials must be returned by United Parcel Service (UPS). Please do not attempt to return materials using any other carrier. Instructions for scheduling a UPS pickup are given on the following page.

Returning Materials to the District

If you received your materials from your district, you must return all test materials to <u>your district office</u>. Package all materials as indicated above but **do not** seal the envelope containing the used answer documents. Contact your District Test Director to arrange the return of unsealed boxes to the district office for final processing. Follow all procedures and guidelines provided to you by your DTD.

Returning Materials to Measured Progress

If you received your test materials directly from Measured Progress, follow instructions in your district shipment plan regarding the return of all test materials.

When your test materials are ready to be returned to Measured Progress, you will have to select one of the following options:

- If you have a regularly-scheduled UPS delivery or pickup at your school, you may hand your box(es) to the UPS driver; or
- Log on to http://iServices.measuredprogress.org to schedule a UPS pickup

through Measured Progress' online request system. Select "Nevada" from the dropdown menu and select "UPS Pickup Request" from the left column. Follow the onscreen instructions. Requests for pickup made **after 11:00 a.m. Pacific Standard Time** will require the pickup to be made the **second business day** after the request is received.

> ➢ Be prepared to provide the following information online:
> 1. Tracking number on UPS RS label(s)
> 2. Contact name and phone number
> 3. Pickup date
> 4. Pickup location (school or building address)
> 5. <u>Total</u> number of boxes you are returning

If you have questions about online UPS pickup requests or the return of materials, contact the Nevada Service Center at 866-651-0126. UPS can pick up both shipments at the same time; to expedite return to Measured Progress, the used answer documents will be shipped 2nd-Day Air and all other materials will ship by Ground service.

- Or call UPS at 1-866-745-6447. Requests for pickup made **after 11:00 a.m. Pacific Standard Time** will require the pickup to be made the **second business day** after the request is received.

<u>NOTE: Materials should be picked up by UPS for return shipment no later than Tuesday, April 15, 2008 (Traditional Schedule and WCSD Multi-track) and May 6, 2008 (CCSD Multi-track) to insure that your students are included in the first round of reporting.</u> All materials must be ready for pickup before requesting a pickup. If you have arranged for the pickup online, UPS will collect the test materials the following business day in most cases if the request was received before 11:00 a.m. Pacific Standard Time. If your pickup is in a very rural area of the state, please allow an extra day or two for your materials to be picked up.

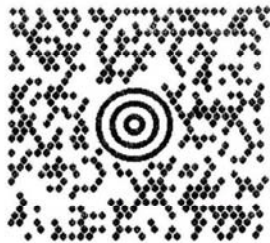**ALL TEST MATERIALS MUST BE KEPT SECURE UNTIL UPS ARRIVES.**

Thank you for your cooperation in this administration of the CRT Grades 3-8

Sample Return Service Label

25 LBS   1 OF 2

RS

SHIP TO:
   SHIPPING
   (603) 516-1121
   MEASURED PROGRESS
   50 EDUCATION WAY
   DOVER   NH 03820-5814

NH 038 0-02

UPS TRACKING NUMBER

UPS GROUND

TRACKING #: 1Z 0W8 76A 90 5308 2986

BILLING: P/P
DESC: Test Materials
RETURN SERVICE

REF 1: 112900.261
REF 2: 000000134824001

UOW   8.0.16 UPS Thermal 2 57.0A 07/2006

International Shipping Notice - Carriage hereunder may be subject to the rules relating to liability and other terms and/or conditions established by the Convention for the Unification of Certain Rules Relating to International Carriage by Air (the "Warsaw Convention") and/or the Convention on the Contract for the International Carriage of Goods by Road (the "CMR Convention"). These commodities, technology or software were exported from the U.S. in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited. For stopping places, call 1-800-782-7892.
                                         United Parcel Service, Louisville, KY